

# OVERNIGHT CAMP PARENT PACKET

Welcome to the Girl Scouts of Greater Iowa Summer Camps! Camping and outdoor experiences are an important Girl Scout tradition, one which we are proud to carry on at our summer camp locations – Camp Sacajawea and Camp Tanglefoot. Each camp provides a unique summer experience for Girl Scouts.

Summer isn't just about fun; it's also about setting your camper up for an abundant life of quality relationships, self-confidence, independence, and healthy decision making. We are excited to partner with you to help them work toward these goals.

Read on to plan appropriately for your time at camp. There is new information included, please make sure to review this packet thoroughly, complete your forms online in CampDoc prior to your camp session, and review the packing list that is included! We can't wait to see you this summer!

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# BEFORE CAMP STARTS

## FORMS

You'll receive an email from CampDoc prior to the start of your camp session. Forms for your camper are pre-filled with basic information you provided during registration including your camper's name, date of birth, and camp session. Please complete this information as soon as possible to help us prepare for your camper's stay. You can make edits and updates to this information before attending your camp session.

If you or your camper attended camp last summer, you will need to login, confirm details that have carried over from last year, and update information that may have changed since last summer.

## CAMPER BUDDIES

Campers attend overnight camp individually, not as a troop. They can request to bunk with one buddy; requests are placed at the time you fill out camp forms in CampDoc. Buddies must be mutually requested by both campers for the request to be honored. Buddies will be placed in the same tent or cabin. Some programs are placed in a large building with bunk beds, so buddies will be placed nearby. We cannot guarantee multiple buddy requests, but if the campers are signed up for the same program, they will be bunking nearby and attending activities together.

## ALLERGIES & DIETARY CONSIDERATIONS

We recognize the seriousness of allergic reactions brought on by certain foods and substances/materials. Please provide us with as much pertinent information as possible as you fill out the camp forms, so that we are best able to care for your camper's needs.

We can accommodate a vegetarian diet and many common food allergies that cause changes in diet, including lactose and gluten. We are not able to guarantee that cross-contamination will not occur. Contact your camp office for information about how we can best accommodate your camper's dietary needs.

## REFUNDS & CANCELLATIONS

Please visit [girlscoutsiowa.org/refunds](http://girlscoutsiowa.org/refunds) for details on our Summer Camp refund policy. Your camp balance is due 14 days before your camper arrives at camp. If you anticipate difficulty in being able to pay the balance, please contact GSGI at 800-342-8389 or [info@gsiowa.org](mailto:info@gsiowa.org) as soon as possible.

## LIVING SPACE AT CAMP

Each camp has a variety of living units that your camper may stay in. There are large platform tents, cabins, or a lodge building (at Camp Sacajawea only). Unless stated in the camp magazine, we cannot guarantee which living unit your camper will be staying in during her camp session prior to check-in.

## LICE, TICKS, BED BUGS, AND OTHER INSECTS

During check-in, our staff will check all campers for head lice. We ask that you check your camper at home prior to arriving at camp. If your camper shows signs of head lice, they will need a typical at-home lice treatment prior to moving in and beginning camp activities. Head lice are common in environments where people (mostly children) are in close contact with one another. More information can be found at: [cdc.gov/lice](http://cdc.gov/lice).

Ticks look for a place to attach, like the backs of knees, armpits, hair or behind the ears. A tick bite is painless and can go unnoticed. Ticks can spread disease such as Lyme disease, which is often signaled by a red "target-like rash" or flu-like symptoms. While we encourage campers to check themselves for ticks each day while they are at camp, we also encourage families to re-check campers when they return home to make sure no ticks have gone unnoticed. More information can be found at: [cdc.gov/ticks](http://cdc.gov/ticks).

Bed bugs are transferred by luggage in and out of hotels, colleges, camps, buses, offices, schools, and even hospitals. Bed bugs are not known to transmit human diseases. Their bites resemble mosquito bites, and form in a linear pattern. At our camps, all cabins are checked between groups for insects throughout the summer, and periodically throughout the year. If bed bugs are found, we take action immediately by treating the cabin/location where they are found, as well as heating all laundry and bedding for 45 minutes. You will be notified directly if a cabin your camper is staying in is found to have bed bugs. As a precaution, as you return home, you can place luggage in large black trash bags for the ride home, then place in the sun for a day or two, or steam clean your luggage. You can also leave luggage outside and immediately dry all clothes and items on high for at least 45 minutes. Then go ahead and wash and dry items as you normally would. More information can be found at: [cdc.gov/bedbugs](http://cdc.gov/bedbugs).

Mosquitoes are present at camp. Our staff will do their best to remind campers to apply bug spray often and will assist them as needed. Help your camper practice applying her own bug spray at home so they are ready when they arrive at camp. We also encourage you to send long pants and light weight long sleeve shirts to have available to wear in the evenings, which will help prevent mosquito bites. More information can be found at: [cdc.gov/mosquitoes](http://cdc.gov/mosquitoes).

### **LOST AND FOUND POLICY**

If you believe your camper left an item at camp, email the camp office to see if the item can be located. Lost items left at camp will be retained for 6 months, then thrown away, used as camp supplies, or donated. Socks, underwear, and used toiletries are not retained for any length of time and are thrown away at the end of the camp session.

Labeling items with your camper's name can help get the item back to them while they are still at camp.

### **FOOD, CANDY, GUM, PHONE, TABLET, OR OTHER DEVICES AT CAMP**

Please do not send any food, candy, or gum with your camper. These items attract wildlife into our living area. Any food, candy, or gum sent with campers will be collected on the first day and returned at the end of the week.

Please leave new or expensive clothing, jewelry, or accessories at home. We encourage campers to wear older clothes that can get dirty!

To preserve our camps' unique, secure, and tech-free environment, we do not allow cell phones, iPods/MP3 players, radios, laptops, tablets, hand-held game systems, or e-readers. Any electronic device sent with campers will be collected on the first day and returned at the end of the week. We highly discourage wearing a smart watch at camp. Bringing high-price items to camp is done at your own risk. The best way to prevent the loss of property is to leave valuables at home. The council assumes no liability and is not responsible for a camper's possessions that are lost or stolen.

We urge caution with sending a digital camera to camp. Outlets may not be available for charging batteries for digital cameras. Disposable cameras are recommended for camp.

## WHILE AT CAMP

### **MONEY & THE TRADING POST**

The Trading Post will be open one day during the week for campers to shop and will be open daily for your camper to purchase a snack. There will also be a free snack option each day.

You can put money in a trading post account online prior to camp check-in here, or drop money off in the camp trading post during check-in. We suggest making sure you do this at least one week before camp starts. You can also allow your camper to use Cookie Dough. Once camp is over, you can donate any remaining balance to help support GSGI camps or save the credits for next summer!

The Trading Post accepts cash, check, credit/debit cards (Visa and MasterCard) and Cookie Dough. Make sure you check your camper's Cookie Dough balance prior to the start of camp.

### **COMMUNICATION WITH YOUR CAMPER**

**Camper Mail:** You can drop pre-written letters off on check-in day to be delivered to your camper while they are at camp. Please mark envelopes clearly with your camper's name, session title, and which day you would like the letter delivered. Mail is delivered once a day.

**Email Your Camper with CampGrams:** You can send one-way parent emails with CampGrams. CampGrams cost \$0.50 to send through CampDoc and will be delivered once a day with the incoming mail. Campers do not have the opportunity to return an email.

**Stationery:** Send stationery with your camper so they can send letters home. Please provide pre-addressed, stamped envelopes for your camper.

**No Cell Phones:** Camp does not provide a phone for camper use and we urge parents not to tell their camper that they may call home. Cell phones are also not allowed in camp. If you are concerned, please call the camp office and rest assured that if there is a problem, we will call you immediately. Encourage your camper to talk with their counselors or the Camp Director if they have any problems.

### **BEHAVIOR EXPECTATIONS**

Please help your camper to read and understand our Camp Code of Conduct in CampDoc so that by the time they arrive at camp, they understand the expectation of their behavior. In the event of extreme or repeated misbehavior, Camp will contact you to best determine a course of action. If your camper is found to be in violation of any aspect of the Camp Code of Conduct, you may be asked to pick up your camper.

### **CAMPER HEALTH & CALLS HOME**

If your camper becomes seriously sick or injured while at camp, you will be contacted by the Camp Director or assigned health staff representative to determine the best course of action.

We will give you a call if your camper vomits, has a fever over 100.4°F, develops a persistent cough, or loses her sense of taste or smell. If your camper develops any of these symptoms, it's likely we'll ask you to pick them up from camp as soon as possible, preferably within 6 hours. We may call you regarding other situations as needed.

### **CAMPER PHOTOS**

Although camp does take photos throughout the summer, it is our policy not to post pictures of campers currently at camp on social media. We cannot guarantee that camp will post photos of your camper at camp. We recommend sending a disposable camera to camp with your camper.

**LAUNDRY**

Campers should bring enough clothing for the entire session. Laundry facilities are limited and not available for campers to do regular laundry.

**SEVERE WEATHER**

We closely monitor the weather and suspend any activities if the weather causes a safety concern for our campers and staff. All camps have inclement weather procedures and staff are trained in how to handle weather emergencies. We will make every effort to make up missed activity time due to weather, however we can make no guarantees and refunds will not be issued for missed activity time.

**OUR STAFF**

At our Girl Scout summer camps, your camper's safety is our number one priority. We recruit and hire experienced and enthusiastic staff. Our staff undergo an intensive 10-day training that covers subjects including homesickness, camp policies and procedures, emergency weather practices, and behavior management. Our staff are certified in First Aid and CPR. Some staff members are also certified in Lifeguarding and Challenge Course Facilitation. We also teach our staff games, songs, and activities so camp is not only safe but also fun.

# **CHECK-IN & CHECK-OUT**

## **CAMP SACAJAWEA**

### **1ST-3RD GRADE PROGRAMS AND GIDDY UP, SISTER & ME, AND MINI-CAMP**

**Check-in:** 1:30 p.m. – 2:30 p.m.

**Check-out:** 1:30 p.m.

### **4TH-6TH GRADE PROGRAMS**

**Check-in:** 2:00 p.m. – 3:30 p.m.

**Check-out:** 2:00 p.m.

### **6TH-8TH AND 7TH-12TH GRADE PROGRAMS**

**Check-in:** 2:30 p.m. – 3:30 p.m.

**Check-out:** 2:30 p.m.

**PLEASE DON'T ARRIVE EARLIER THAN 1:30 P.M. OUR GATE WILL NOT OPEN UNTIL 1:30 P.M.**

## **CHECK-IN & CHECK-OUT**

### **CAMP TANGLEFOOT**

<b>Session Dates</b>	<b>Program</b>	<b>Check-In</b>
June 18-23	Climbers in the Sky	1:00 p.m.
	Magic for Muggles	1:30 p.m.
	Glitter, Paint, S'mores, & More	2:00 p.m.
	Laker Breakers	2:30 p.m.
June 25-27	Wild Art Adventure	1:30 p.m.
June 25-29	On Canvas	1:00 p.m.
	Fireflies & Bullseyes	2:00 p.m.
	Sweet Spa	2:30 p.m.
	Bugs, Bobbers, and Bones	3:00 p.m.
July 6-14	Silver Sails and Canoe Trails	1:00 p.m.
July 6-8	Camp Sampler	1:30 p.m.
	Sister and Me	2:00 p.m.
	Night Owls	2:30 p.m.
	Chic-a-dees	3:00 p.m.
July 9-14	Spinners Bike Trip	1:00 p.m.
	Camp Creations	1:30 p.m.
	Camp Champs	2:00 p.m.
	Tree Climbing Extravaganza	2:30 p.m.
July 16-21	Venture Out	1:30 p.m.
	My Camp	2:00 p.m.
	Paddle On	2:30 p.m.
July 16-28	Challenge 2023	1:00 p.m.
July 17-August 5	Counselor-in-Training I & II (CIT)	2:00 p.m.
July 23-28	Wilderness Survivor	1:00 p.m.
	Midnight Madness	1:30 p.m.
	Junior Mariners Sailing	2:00 p.m.
July 31-August 2	Summer Splash	2:00 p.m.
July 31-August 5	Mariners Sailing	1:30 p.m.
	Survival 101	2:30 p.m.
	Hogwarts Express	3:00 p.m.
August 2-5	Water Otters	2:30 p.m.

**PLEASE ARRIVE PROMPTLY, BUT NOT EARLY - THANK YOU!**

**CHECK-OUT:**

All Camp Tanglefoot overnight camp sessions will end with a parent program beginning at 12:45 p.m. Your camper will be ready to check-out following the program at approximately 1:15 p.m. Plan to join us!

## PRIOR TO CAMP

If your camper isn't feeling well, do not send them to camp – contact the camp to make other arrangements. Additionally, camp may ask you to test for COVID prior to your arrival at camp. If your camper or a family member has tested positive for COVID-19, please contact the camp they are scheduled to attend. It is a good idea to check your Girl Scout's temperature and head for lice prior to their arrival at camp, and self-monitor your camper's health in the days leading up to their arrival. Campers with a temperature of 100.4°F or above will be asked to go home until they have been fever free for 24 hours.

### IMPORTANT POLICIES AND PROCEDURES TO NOTE

- ↪ All camp property is non-smoking, including parking lots.
- ↪ Please do not bring pets to check-in or check-out. If you do bring pets, you will be asked to keep them in the car.
- ↪ Alcohol, drugs, and weapons are not permitted on camp property.

### WHEN YOU ARRIVE

When you arrive, a staff member will greet you and direct you where to go.

### HEALTH CHECKS

Our health staff will collect all medications and review health information. Campers can expect to have their temperature taken and their hair checked for lice before moving into their living unit.

Our policy is not to admit any camper who is not feeling well or has a fever of 100.4°F or above. Campers must be fever-free for at least 24 hours without the aid of fever-reducing medication prior to their arrival at camp. If you're unable to attend your scheduled camp session due to illness, we'll help you reschedule for a later date.

### MEDICATIONS

All prescription medications must be brought in the original container, clearly marked with the camper's name, physician's name, and complete instructions. Over-the-counter medications that are regularly taken may only be brought to camp in the original packaging clearly labeled with the camper's name. Please do not "pre-mix" any medications prior to arriving at camp. Only directions marked on the original container will be followed unless a signed physician's note is provided. For all medications, **ONLY BRING THE AMOUNT NEEDED FOR THE LENGTH OF STAY.**

### NO-SHOW POLICY

In the event of a "no-show", camp policy requires the administrative staff to call the home of any camper who has not arrived. If no one can be reached, the emergency contact person is called. No refunds will be issued for "no-show" campers.

If you forgot that it was check-in day, call us and let us know you'll be late -you can still come to camp!

If you need to change the session your camper is registered for, you may do so if space is available. You are encouraged to contact GSGI at 800-342-8389 or [info@gsiowa.org](mailto:info@gsiowa.org).

### CHECK-OUT

Please do not arrive significantly early for pick-up, as this will disrupt the scheduled activities. If your camper needs to be picked up early, note this on her Release Form, but also be aware she will be missing out on scheduled activity time.

At the end of the session, camp must have a signed Release Form before the camper will be allowed to leave camp. The adult picking up the camper must be on the list of approved adults on the Release Form. A camper cannot be released to anyone not listed.

All adults picking up campers will be required to show a photo ID upon entering camp and again when signing out the camper.



# PACKING LIST

This list is designed as a guide to help parents and campers pack together. Camp nights are typically cooler, so be sure to pack warm bedding. Please pack old clothes and shoes. Please label everything with your camper's name. Do not bring candy or gum to camp; we have well-balanced, tasty meals and snacks at camp. Candy, gum or food in your luggage invites wildlife to your living area. Bringing personal sports equipment (other than riding boots or a lifejacket) is discouraged.

## REQUIRED CLOTHING & PERSONAL ITEMS

- Shorts (1 per day)
- Shirts (no halter or strapless tops)
- Jeans/long pants (at least 1 required)
- Sweatshirt or jacket
- Shoes (2 pair recommended)
- Socks (lots – shoes and socks are required throughout camp)
- Insect repellent
- Sunscreen
- Hat or bandana
- Sunglasses
- Rain gear – poncho and boots
- Underwear (1 set per day)
- Swimsuit (2 if possible)
- Aqua socks or strap-on sandals to wear in the water
- Toiletries in a bucket or bag (hair care items, toothbrush & toothpaste, shampoo, soap, etc.)
- Towel (2 if possible)
- Flashlight & extra batteries
- Shower flip-flops
- Pajamas
- Sleeping bag & Pillow

- Single-size sheet to cover mattress
- Water bottle
- Small backpack or day pack
- A BIG smile!
- Medication: Must be in original container and only enough for the length of stay.

## OPTIONAL ITEMS (NICE TO HAVE!)

- Laundry bag
- Pre-stamped, addressed envelopes
- Notebook, pencils, pens, stationary
- Disposable Camera
- Box or crate for a bedside table
- Small throw rug
- Tissues
- Book for reading
- Battery operated fan

## EQUESTRIAN CAMPERS

Camp Sacajawea provides riding helmets and has boots available for campers to use during their time at camp. Campers may bring their own riding boots from home; boots must have a thick heel and be made for riding.

Jeans are required for riding.

Two pairs of jeans are recommended for a one-week session.



This summer, Girl Scouts of Greater Iowa is partnering with CampDoc to better serve our campers and their families. CampDoc offers an electronic health record system for camps, and you can now complete your camper's health information electronically.

The security and privacy of your health information is important to us. The CampDoc site is secure, encrypted, and password protected. You can find additional information about CampDoc privacy and security information at [docnetwork.org/security](http://docnetwork.org/security).

If you've never used CampDoc before, after signing up for your session, you will receive an invitation email from CampDoc.

- ↪ Click on the green "Accept Invite" link within the email to create your CampDoc account.
- ↪ In the Confirm Email box, type your email address to confirm.
- ↪ In the Password box, type the password that you want to use.
- ↪ Click the CONTINUE button.

After you log in, select your camper's name and click on the health profile link to complete your camper's information. Required questions will be marked with an \* and outlined in red.

Keep in mind that you can return to [app.campdoc.com](http://app.campdoc.com) at any time to make updates to your camper's health information before your camp session begins. You can log in using the email address and password you previously created.

We're excited to let you know that your camper's health information will save from year to year, so once you complete it in CampDoc this season, you won't have to start from scratch next year.

Additionally, CampDoc sends out periodic reminder emails for incomplete health information. These notifications come from [campdoc.com](http://campdoc.com), so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about camp!

Please note that CampDoc supports the current and previous major releases of Chrome, Firefox, Microsoft Edge, and Safari, which provide improved security and performance for health information.

For additional assistance, you can navigate to [support.campdoc.com](http://support.campdoc.com) or contact the Support Team at [support@campdoc.com](mailto:support@campdoc.com) or 734-636-1000.

We are excited to continually improve, building safer, more productive and more efficient systems to create the best experience for you and your family!

We can't wait to see you this summer,

*Abbie Smith & Julia Mannes*  
*Your Camp Directors*